



PWYLLGOR DIWYLLIANT, POBL A DATBLYGU SEFYDLIADOL
PEOPLE, ORGANISATIONAL DEVELOPMENT & CULTURE COMMITTEE

DYDDIAD Y CYFARFOD: DATE OF MEETING:	17 August 2023
TEITL YR ADRODDIAD: TITLE OF REPORT:	Supporting BAME staff
CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:	Lisa Gostling, Director of Workforce and Organisational Development
SWYDDOG ADRODD: REPORTING OFFICER:	Anna Bird – Assistant Director of Strategic Partnerships, Diversity and Inclusion

Pwrpas yr Adroddiad (dewiswch fel yn addas)

Purpose of the Report (select as appropriate)

Ar Gyfer Penderfyniad/For Decision

ADRODDIAD SCAA
SBAR REPORT

Sefyllfa / Situation

This report provides an update to the People, Organisational Development and Culture Committee (PODCC) on the work of the Black, Asian and Minority Ethnic Advisory Group.

The Committee are also asked to review and approve the updated terms of reference for the Advisory Group.

Cefndir / Background

The Black, Asian and Minority Ethnic (BAME) Advisory Group was initially established in 2020 as an Advisory Group to Hywel Dda University Health Board at a time when evidence was emerging during the Covid-19 pandemic of disproportional impacts experienced by people from Black, Asian and Minority Ethnic groups.

The group now reports though into the PODCC and updates on specific areas of work are presented to the Committee during the course of the year. The group is currently chaired by the Health Board Chair, Maria Battle and the Vice-Chairs and members include representatives of BAME staff and corporate teams. The Vice-Chairs have an open invitation to attend Board meetings to ensure that there's a clear link back through to Board members.

The group has an important role in supporting the Health Board's work to mainstream equality, diversity and inclusion enabling the Health Board in meeting its statutory obligations and its duty under the Equality Act 2010.

With the new Anti Racist Wales Action Plan the group has also been tasked with developing local actions to enhance the all Wales Action plan.

Asesiad / Assessment

The Black, Asian and Minority Ethnic (BAME) Advisory Group has continued to provide leadership and oversight of a broad range of work which is being undertaken within the Health

Board to support improved workplace experiences for our staff. The group met on 19 July 2023 and agenda items included an update on the Anti-racist Wales Action Plan, presentation of the Strategic Equality Plan annual report as well as an annual review of the terms of reference and discussions regarding succession planning for the future Chair of the group.

Anti-Racist Wales Action Plan (ArWAP)

In the summer of 2022 Welsh Government introduced an Anti-racist Wales Action Plan, with the aim of Wales becoming an anti-racist nation by 2030. The Chair of the BAME Advisory Group, Maria Battle, chaired a task and finish group drawing membership from staff with lived experience as well as colleagues from corporate teams who met on 21 June 2023 to develop the Health Board's ambition and additional local actions. The group agreed that the local action plan will focus on one key area of the enabling goals for 2023/24, namely Workforce experience with regard to career progression. To support this, a deep dive and further analysis of workforce data will be undertaken to identify what we know already and where the data gaps may be, and this will be aligned to engagement work which has been ongoing within the Culture and Experience Team.

Black, Asian and Minority Ethnic Staff Network

The Network continues to grow, with over 140 members, from a broad range of professional groups. This network has provided the opportunity for colleagues to come together to discuss both work and social matters, including Health Board policies and procedures, to ensure that they are inclusive of Black, Asian and Ethnic Minority staff and our diverse population. The Chair and Vice-Chairs of the staff network have a standing invitation to attend the Advisory Group.

Annual review of the Advisory Group Terms of Reference and succession planning

At the Advisory Group meeting on 19 July the group undertook their annual review of the terms of reference (Appendix 1). Following discussion by the group these have been updated to reflect corrections to the Lead Director's responsibilities, refreshed membership information and strengthened group aims, in particular to include oversight of the local implementation of ArWAP.

The Group discussed succession planning and future leadership of the group in light of the retirement of the Chair in Autumn 2023. Members agreed that the identification of an Independent Board Member Chair would be beneficial to maintain the momentum and Board level commitment to the work of the group. Maria Battle offered to invite interested Independent Board Members to the group's next meeting on 21 September 2023 to share their views and vision for the future of the Advisory Group. It is proposed that the members of the Advisory Group will nominate the new chair.

Argymhelliad / Recommendation

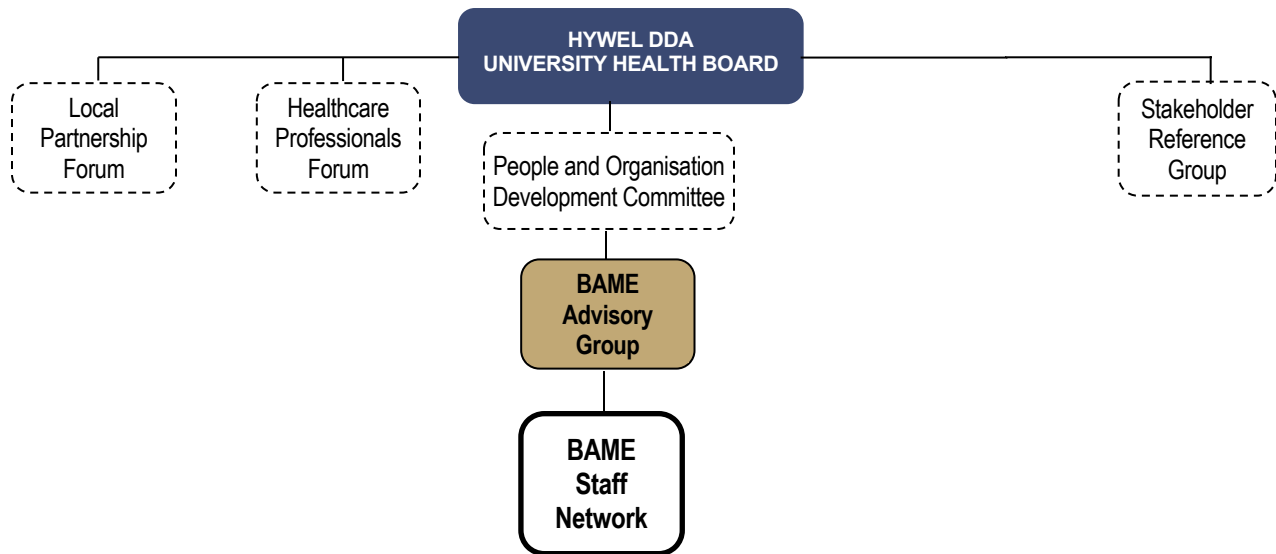
The People, Planning and Organisational Development Committee are asked to:

- Take assurance from the update report on work which is being undertaken to improve the experiences of Black, Asian and Minority Ethnic staff and
- Approve the refreshed Terms of Reference.

Amcanion: (rhaid cwblhau) Objectives: (must be completed)	
Committee ToR Reference: Cyfeirnod Cylch Gorchwyl y Pwyllgor:	2.3 To provide assurance to the Board on the organisation's ability to create and manage strong, high performance, organisational culture arrangements.
Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score:	Not applicable
Parthau Ansawdd: Domains of Quality Quality and Engagement Act (sharepoint.com)	7. All apply Choose an item. Choose an item. Choose an item.
Galluogwyr Ansawdd: Enablers of Quality: Quality and Engagement Act (sharepoint.com)	1. Leadership 2. Culture and valuing people Choose an item. Choose an item.
Amcanion Strategol y BIP: UHB Strategic Objectives:	1. Putting people at the heart of everything we do 3. Striving to deliver and develop excellent services 4. The best health and wellbeing for our individuals, families and communities Choose an item.
Amcanion Cynllunio Planning Objectives	Not Applicable Choose an item. Choose an item. Choose an item.
Amcanion Llesiant BIP: UHB Well-being Objectives: Hyperlink to HDdUHB Well-being Objectives Annual Report 2021-2022	2. Develop a skilled and flexible workforce to meet the changing needs of the modern NHS Choose an item. Choose an item. Choose an item.

Gwybodaeth Ychwanegol: Further Information:	
Ar sail tystiolaeth: Evidence Base:	Equality Act 2010
Rhestr Termiau: Glossary of Terms	Not applicable
Partïon / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Diwylliant, Pobl a Datblygu Sefydliadol: Parties / Committees consulted prior to People, Organisational Development & Culture Committee:	Black, Asian and Minority Ethnic (BAME) Advisory Group

Effaith: (rhaid cwblhau) Impact: (must be completed)	
Ariannol / Gwerth am Arian: Financial / Service:	Not applicable
Ansawdd / Gofal Claf: Quality / Patient Care:	Not applicable
Gweithlu: Workforce:	All staff have a role to play in implementing the Public Sector Equality Duty.
Risg: Risk:	Not applicable
Cyfreithiol: Legal:	Not applicable
Enw Da: Reputational:	Not applicable
Gyfrinachedd: Privacy:	Not applicable
Cydraddoldeb: Equality:	An Equality Impact Assessment has not been undertaken as this is an update report.



BLACK ASIAN MINORITY ETHNIC (BAME) ADVISORY GROUP

TERMS OF REFERENCE

Version	Issued to:	Date	Comments
V0.1	BAME Group	22 nd July 2020	
V0.1	Hywel Dda University Health Board	30 th July 2020	
V0.2	BAME Advisory Group	14 th July 2022	Revised reporting structure, inclusion of staff network and updated membership.
V0.2	People, Organisational Development & Culture Committee	18 th August 2022	Approved
V03	BAME Advisory Group	19 th August 2023	Annual review of ToRs. Update to membership, Lead Director information and group objectives.

BLACK ASIAN MINORITY ETHNIC ADVISORY GROUP

1. Constitution

- 1.1 The Black Asian Minority Ethnic (BAME) Advisory Group has been established as an Advisory Group of the Hywel Dda University Health Board and was constituted from 1st July 2020. For the purpose of these Terms of Reference, Black Asian Minority Ethnic (BAME) includes everyone who self-identifies their ethnicity as other than White British and which includes White European.

2. Membership

- 2.1 The Group will be chaired by an Independent Board Member to provide senior leadership, and staff representatives will be nominated to be appointed as Vice-Chairs. The Vice-Chairs will have an open invitation to attend Public Board meetings. Membership of the BAME Advisory Group Membership will include:
- BAME staff representatives – the group membership will seek to be representative of the BAME staff working across the breadth of professional groups using annual workforce equality data as a benchmark
 - Trade Union Representatives
 - Senior Chaplain
 - Director of Workforce and Organisational Development – (Diversity & Inclusion lead Executive)
 - Assistant Director of Strategic Partnerships, Diversity and Inclusion
 - Head of Partnerships, Diversity & Inclusion
 - Diversity and Inclusion Manager
 - Assistant Director of Organisational Development
 - Head of Resourcing & Utilisation
 - Workforce Culture, Diversity and Inclusion Manager
 - Chair and Vice-Chairs of the Black Asian and Minority Ethnic (BAME) Staff Network

3. Quorum and Attendance

- 3.1 For the BAME Advisory Group meeting to be quorate there will be an attendance of five members or a quarter of the membership (whatever is greater) for the meeting to take place. Chair or Vice-Chair must be present. Vice-Chair will be selected from the BAME representatives.

4. Aims and Objectives

- 4.1 The aim of the BAME Advisory Group is to advise the Health Board on mainstreaming equality, diversity and inclusion and to provide a forum to:

- Empower Black, Asian and Minority Ethnic staff to achieve their potential through creating positive change.
- Enable Minority Ethnic staff to feel that they are part of and play a vital role in the Health Board.
- Assist in supporting Minority Ethnic staff with the identification of employment and career development opportunities.
- Empower Minority Ethnic staff to raise concerns in a safe and confidential environment.
- Provide advice in the development or review of policies and procedures ensuring Minority Ethnic staff are not disadvantaged.
- Promoting equality, diversity and inclusion and support the Health Board in meeting its statutory obligations regarding its duty under the Equality Act 2010.
- Contribute to identifying best practice examples for inclusion in annual reports e.g. Strategic Equality Plan annual report.
- Reviewing annual workforce equality and pay gap data to offer advice on specific positive actions.
- Oversee the development and local implementation of the Anti-racist Wales Action Plan.
- Reinforce the organisational values
- Receive updates on local and national policy developments.
- Receive presentations on examples of research and best practice.

5. Management of Meetings

- 5.1 Meetings will be held bi-monthly although the frequency of the meetings may in response to operational business priorities of the Health Board impacting on staff representatives.
- 5.2 Terms of Reference include scope for smaller work groups to be identified for limited periods of time to drive work programmes forward.

6. Reporting and Advisory Arrangements

- 6.1 The BAME Advisory Group will report to the People, Organisational Development and Culture Committee.

7. Secretarial Support

- 7.1 The Director of Workforce and Organisational Development as Diversity and Inclusion lead Executive Director will ensure that the BAME Advisory Group is properly equipped to carry out its role.

8. Review Date

- 8.1 These terms of reference and operating arrangements shall be reviewed on at least an annual basis by the People, Organisational Development and Culture Committee for approval by the Board.